



Job Title: Cafeteria Assistant	DOT#:	O*NET-SOC #:
Job Analyst: Nancy Kennedy, MS, CRC	Date of Analysis:	
Phone #: (800) 477-0626	Dare Revised: Not applicable	
Employer: Chico Unified School District	Address: 1163 East 7th Street, Chico, CA 95928	
On Site Visit: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Site Review:	
	Site Contact:	
EMPLOYEE:	<input type="checkbox"/> Regular Full Time	
DATE OF INJURY:	<input type="checkbox"/> Part-time _____ hours/day	
CLAIM NUMBER:		
PURPOSE:	<input type="checkbox"/> WC	<input type="checkbox"/> Post-Offer <input type="checkbox"/> Accommodation

GENERAL JOB DESCRIPTION

Under the general supervision, The Cafeteria Assistant performs and assists in performing a variety of duties, routine and special, in preparation, cooking, and serving a variety of foods, including USDA approved school lunch and snack bar operations. Duties include setting up, cleaning and assisting in cleaning of facilities, equipment and utensils.

DESCRIPTION OF TASKS - Essential Duties/Tasks

1. Participate in the preparation and serving of food, use and operation of computer system to track the sale of food and beverages and maintaining the kitchen and food areas in a clean and sanitized manner.
2. Participate in the preparation of meals from raw ingredients using standardized recipes; assist in cooking main dishes; assist in the preparation of soups, salads, sandwiches, desserts, French fries and other short order items.
3. Serve in a snack bar operation, including collecting and accounting for money collected and maintaining records of items sold.
4. Assist in the preparation of food items and in the satellite kitchen.
5. Check and fill drink machines.
6. Set up steam tables and serving counters, including trays, bags and boxes for the a la cart line and other items necessary for serving food.

7. Serve students, teachers, parents and staff.
8. Clean serving counters, tables and kitchen areas; wash pots and pans; utilize the dishwasher for cleaning utensils, trays and other miscellaneous dishes.
9. Sell and distribute tickets, including free, reduced price and regular meal tickets.
10. Assess leftovers; order items and supplies necessary for next day meal preparation; wrap and store leftovers.
11. Assist in maintaining inventory of beverage and meal items and supplies; put away ordered stock.
12. Assist with or plan breakfast menus and post menu in the eating areas as assigned.
13. Put away ordered stock items and leftovers as appropriate.
14. May serve as Cafeteria Satellite Manager upon the request or absence of the Cafeteria Satellite Manager

Other Duties: Performs related other duties and responsibilities as necessary or assigned.

Required Knowledge, Skill/Ability

Knowledge of: Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment; basic principles, methods and techniques of inventory maintenance; procedures, methods and techniques of preparing and serving main dishes, soups, sandwiches, salads, French fries, desserts and short order items; principles of sanitation and personal hygiene applicable to food service and kitchen maintenance, including proper cleaning and sanitizing methods for food service and kitchen areas; basic mathematical principles; use and operation of weighing and measuring devices; proper food handling and storage practices and procedures; Occupational hazards and standard safety practices necessary in the area of food preparation and service; modern office practices, methods and equipment; principles and procedures of record keeping and reporting.

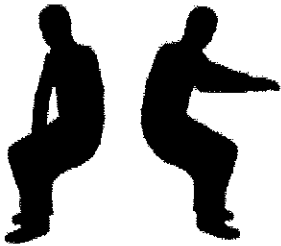
Skill/Ability to: Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner; operate basic office equipment; prepare and serve a wide variety of foods; apply and maintain high standards of sanitation and personal hygiene; follow applicable health and sanitation requirements; work quickly and efficiently in performing a variety of food service duties; handle money and make change; perform mathematical computations quickly and accurately; read, understand and follow applicable health and sanitation requirements; learn proper food handling and storage practices and procedures; respond to requests and inquiries from students and school staff; understand and follow oral and written instructions; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; learn and correctly interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions; possess and maintain Serv-Safe certification; work in a public school campus with minor children

PHYSICAL DEMAND DEFINITIONS (times listed are for an 8 hour shift for illustration only). **NOTE: Cafeteria Assistants often work a part-time schedule.**

Never/Not Required:	Not Present/or occurs only at discretion as indicated.	
Rarely/Seldom:	1% or less per day	(5 minutes or less per day)
Infrequently:	2% to 5% of the day	(6 to 30 minutes per day)
Occasionally:	6% to 33% of the day	(.5 to 2.5 hours per day)
Frequently:	34% to 66% of the day	(2.5 to 5.25 hours per day)
Constantly/Continuous:	67% to 100% of the day	(5.25 to 8 hours per day)
Intermittent:	Stopping/Starting at intervals-periodic	

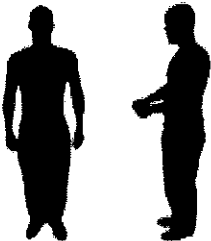
PHYSICAL DEMANDS

1) Sitting (Remaining in a seated position):



Rarely to Infrequently. Sitting occurs only when assisting the Cafeteria Satellite Manager with money/transactions, or with recordkeeping tasks. This may occur, depending on site location several times during a shift for short duration of 5 to 10 minutes, or not at all.

2) Standing (Remaining on one's feet in an upright position at a workstation without moving about):



Frequently. Standing is intermittent with walking, and/or stepping from side to side or within a short range while preparing or assembling food items, placing or removing sheets of prepared food on carts or in oven, serving food items, and cleaning surfaces, etc. Standing in place is for short durations of up to 2 to 3 minutes, and during food serve for 15 to 30 minute sessions. Standing occurs on level interior flooring, or on rubber mat areas.

3) Walking (Moving about on foot):



Frequently. Walking short distances within the kitchen areas occurs routinely involving distances of 2 to 6 feet, and from kitchen to cafeteria food serve area up to 50 or 60 feet, and distances between. The Cafeteria Assistant may be required walk to and from the Administration Office to assist the Cafeteria Manager, if directed. Depending on the school site of assignment, walking distances will increase from 100 feet up to 200 yards to access various areas of the campus or facilities.

4) **Bending** (Bending at the waist with straight knees):

A) **Light** – 20 degrees



Up to Constantly. Slight bending up to 20 degrees occurs routinely to prepare food, remove or place trays or food items in storage, oven, or on service areas; to load/unload dishwasher, clean surfaces, and occurs to assist pupils, or exchange money or tickets. Overall, light bending occurs intermittently for short durations.

B) **Moderate** – 45 degrees



Occasionally. Moderate bending occurs to pull food from warmer, salad bar, or milk from a cooler. Bending occurs to access areas under counters where pots, pans, etc. are maintained, and to access areas of refrigerator or freezer units.

C) **Full bend** – 90 degrees



Occasionally. Full bending occurs to access lowest shelves for food, supplies, pots/pans, etc. and in cold storage units. Overall, full bending is for short durations and intermittently.

5) **Squatting/Crouching** (Bending the body downward and forward by bending legs and spine at the waist):



Infrequently. Crouching or squatting occurs when food supplies arrive the site, and crouching to lower body in safe lifting posture occurs to access and move to cart, or carry a short distance. Crouching similarly occurs for storage of items at floor or a lower shelf area. Duration is generally brief, but may be repeated intermittently.

6) **Kneeling** (Bending legs at knees to come to rest on knee or knees):



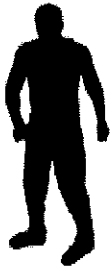
Not Required to perform any specific job function, however, kneeling may occur at the discretion of the employee up to Infrequently.

7) **Crawling** (Moving about on hands and knees):



Not Required to perform any specific job function.

8) **Twisting:**



Upper Torso - Up to Frequently, 0 to 30 degrees. Left or right upper torso twisting occurs to access utensils, or food items during preparation, or set up of trays of food, or serve food. Similarly, cleaning surfaces, or equipment used involves slight twisting of the upper torso for access and efficiency.

Lower Body - Occasionally, and intermittently. Lower body pivoting occurs to transfer food items (containers, etc.) from a refrigerator or freezer to/from a cart. In addition, some pivoting occurs to transfer sheets or pans of food from counter to cart, or in warming units. Lower body twisting is as a fluid motion.

9) **Neck Positions:**

a.) **Flexion** (forward bend, or chin to chest / 0 –80 degrees)



Frequently to Constantly, 0 to 50 degrees. The Cafeteria Assistant glances or looks downward as brief glances during preparation, services or cleaning tasks, and for prolonged periods of 15 to 20 minutes throughout the work day. Viewing surfaces, equipment, food, and to set up or prepare food items involves looking downward.

b.) **Extension** (looking up at ceiling / 0 –70 degrees)



Infrequently. Glancing upward to access upper storage levels, generally 0 to 50 degrees, occurs to obtain, put away, or count/inventory items.

c.) **Right/Left Rotation** (look over right/left shoulder / 0 –45 degrees)



Frequently to Constantly, 0 to 45 degrees. The Cafeteria Assistant continually scans immediate work areas rotating left or right. Right/left rotation occurs in conjunction with lateral flexion, especially when assisting pupils during food service duties.

d.) **Right/Left Lateral Flexion** (ear to shoulder / 0 –50 degrees)



Rarely to Infrequently, 0 to 45 degrees. Right or left flexion occurs as necessary to view around an obstacle; such as items on storage shelf, or while cleaning surfaces or equipment.

10) **Balancing** (Maintaining body equilibrium to prevent falling):



Rarely to Infrequently. On occasions floors are wet, or surfaces damp or frigid in kitchen areas. Also, exterior surfaces can be wet or icy prior to the arrival of pupils and preparation by maintenance staff. The Cafeteria Assistant will access areas that are slippery in these cases until remedied, or will take precautions necessary.

11) **Climbing** (ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs or hands and arms):

Stairs and Ramps



Rarely. Generally, the Cafeteria Assistant does not access campus areas where ramps or stairways exist (some campus locations). However, on occasion access to an upper shelf requires use of a 1-step stool, which is used at the discretion of the Cafeteria Assistant.

12) **Lifting** (Raising or lowering an object from one level to another – includes upward pulling):



0 – 10 lbs: **Frequently.** Lifting utensils, sheet pans, pots, various food items, serving trays/pans, documents, money, and miscellaneous supplies. **Range: floor to overhead.**

11-20 lbs: **Frequently.** Picking up and transferring food serve pans or sheet pans containing food items, box or containers of food products, supplies, etc. **Range: Approximately 30 inches to 68 inches (waist/hip level to overhead).**

21-35 lbs: **Infrequently.** Box of food (i.e., 6-5 lb. packages of chicken), pot of mashed potatoes or rice. **Range: Knee/mid-thigh to waist.**

36- 50 lbs.: **Rarely.** 40 lb. box of produce/fruit, or frozen meat. **Range: Floor to waist.**

13) **Carrying** (Transporting an object, usually holding it in the hands or arms or on the shoulder):

Items carried are indicated under Lifting section.



0 - 10 lbs: Occasionally to Frequently. Distance: Any distance walked.

11 - 20 lbs.: Infrequently. Distance: Several feet 2 feet to 6 feet.

21 - 35 lbs.: Infrequently. Distance: Up to 15 feet.

36 - 50 lbs.: Infrequently. Distance: Up to 10 feet.

14) **Pulling** (Exerting force upon an object so that the object moves toward the force – also includes jerking):



Infrequently, force 0 to 10 pounds. Example: Pulling cases/pans from shelf, pans from oven.

Infrequently, force 11 to 20 pounds. Example: Cases or serving pans on rolled cart.

15) **Pushing** (Exerting force upon an object so that the object moves away from the force – includes slapping, striking, kicking and treadling):

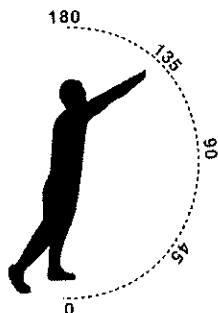


Occasionally, force 0 to 10 pounds. Example: Rolled cart (empty or with lighter objects); sliding case of food/pans on shelf or oven.

Rarely, force 11 to 30 pounds. Example: Heavier cases of product on rolled cart.

16) **Reaching/Shoulder Positions:**

a.) **Flexion** (forward reach / 0 –180 degrees)



Forward reaching occurs throughout the work shift to perform various essential functions

135 to 180 Degrees - Rarely

90 to 135 Degrees - Infrequently

45 to 90 Degrees- Frequently to Constantly

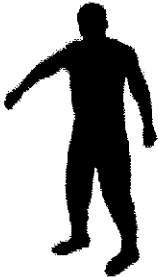
0 to 45 Degrees - Infrequently to Occasionally

b.) **Abduction** (side reach / 0 –180 degrees):



Not Required to perform any specific job function.

c.) **Horizontal Abduction** (reach away from chest / 0 –90 degrees):



Frequently, unilaterally left or right, or bilaterally in conjunction with horizontal adduction as a fluid motion, generally 0 to 45 degrees.

Reaching away from body occurs to set up food trays and pans, performing cleaning tasks, and to serve food portions, or access miscellaneous items.

d.) **Horizontal Adduction** (reach across chest / 0 –45 degrees):



Occasionally, unilaterally left or right, or bilaterally in conjunction with horizontal abduction as a fluid motion, generally 0 to 45 degrees.

Reaching across body occurs to set up trays or pans, clean surfaces and equipment, or access miscellaneous items.

17) **Handling** Bilateral/Unilateral (Seizing, holding, grasping, turning, or otherwise working with hand or hands):

Constantly. Whole hand unilateral and bilateral actions occur routinely and on occasions as a repetitive action to stir, grasp items, and involves weight bearing. Hand actions involve three-point, tip pinch, cylindrical, lateral, power; wrist deviation, extension, flexion, rotation, pronation or supination

18) **Fingering** Bilateral/Unilateral:

Infrequently to Occasionally. Picking, pinching or otherwise working primarily with fingers occurs to separate packaging, use fingers to serve pre-packaged food items/servings.

19) Talking/Hearing:

Normal conversational speech, and the ability to hear within normal range, or corrected to normal range is required to perform all job functions. This involves the ability to hear with loud background noise in cafeteria setting, and buzzers or other sounds in kitchen environment.

20) Tasting/Smelling:

The ability to taste food prepared is required to ensure freshness or correct preparation and quality of food service items.

The ability to smell sufficiently to identify burning, or unusual odors in kitchen areas.

21) Vision (Near acuity, far acuity, depth perception, accommodation, color vision, field of vision):

Normal, near normal, or corrected to- vision is required to perform all essential job functions, and involves near acuity, far acuity, depth perception, accommodation, and color identification.

22) Eye/Hand/Foot Coordination:

Not Required to perform any specific job function as no hand/foot controls are utilized; however, the ability transfer items and pivot or step with dexterity and accuracy is required due to nature of food preparation tasks, and general safety in the kitchen environment.

ENVIRONMENTAL FACTORS- Exposure to:

- ☐ Weather - 100 % inside
- ☒ **Extreme Cold - Refrigerator @ 40 degrees - Freezer @ 0 Degrees**
- ☒ **Extreme Heat - Hot ovens**
- ☒ **Wet and/or Humid - wet or damp surfaces, floors**
- ☒ **Noise intensity level- Low to Moderate**
- ☐ Vibration
- ☒ **Atmospheric Conditions - Steam, cooking odors**
- ☐ Electrical Shock
- ☐ Work in High Exposed Places
- ☐ Toxic or Caustic Chemicals/Biohazards: * Disinfectants, antibacterial soaps.
- ☐ Proximity to Moving Mechanical Parts
- ☒ **Other - Possible Exposure to air-borne pathogens typical of elementary school environment.**